Special Education End of Year Reporting

Nick Easter Ed.D, Systems Consultant IT
Office of Next Generation Learners
Division of Learning Services

Special Education EOY Manual

- 2014 EOY Training Manual

- http://education.ky.gov/specialed/excep/Documents/2014%20EOY%20Training%20Manual.doc

Checklist for Submission of End of Year Reports

Due Date to KDE June 16, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- Indicator11&13 Spreadsheet

Due Date to KDE July 31, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- SPEDExit12 *Special Education Exit Report*
- IAES_2014 *End of Year IAES Reporting (excel spreadsheet provided)*

Discipline for Special Education

- Beginning of this year Special Education Discipline Data will be collected using the **Safe Schools Report**.

- District Safe Schools Coordinators will run the report and send to the Superintendent for verification of the data. KDE will then extract data from the IC state data warehouse.

KDE Custom Discipline Reports

PATH: KY State Reporting > KDE Reports > SPED EOY Behavior Data

- **Removal Report:** Report of behavior removals of Special Education students from their regular setting; this includes SSP3 (out of school suspension) and INSR (In-School Removal)
- **Expulsion Report:** Report of behavior resolutions of SSP1 (Expulsion, Receiving Services) and SSP2 (Expulsion, not Receiving Services). This report includes ALL students (special education and regular education)

IAES – Unilateral Removals

- Interim Alternative Educational Setting (IAES): An appropriate setting determined by the child's ARC (IEP team) in which the child is placed for no more than 45 school days.

- 2013-2014 EOY IAES Reporting

IAES – Unilateral Removals

- **Discipline – Section 1** *Removals by School Personnel*

- **Unilateral Removal**: Instances in which school personnel (not the ARC/IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days.

IAES – Unilateral Removals

- **Discipline Data – Section 2 *Removals by Hearing Officer***
- This list should include special education students who were removed from school to an IAES by a Hearing Officer in which the Reason for Removal is *'Likely Injury to Self or Others'*.

- Upon completion of this spreadsheet document submit via the Secure File Transfer (DoSE upload).
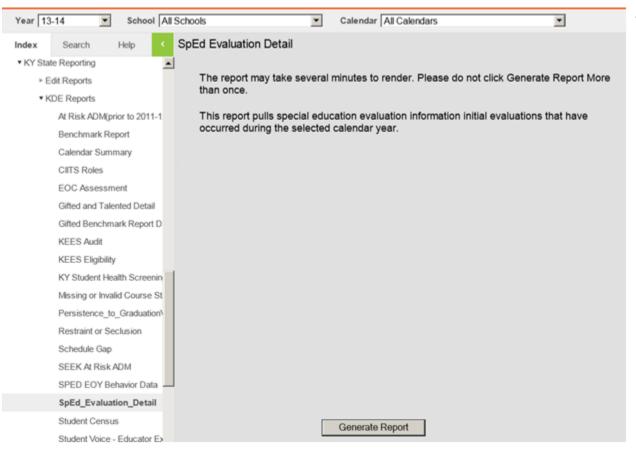
Indicator 11 & 13 Spread Sheet

The Compliance Indicator Data Report (also known as the Indicator 11 & 13 spreadsheet) must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014.

Indicator 11

This year there has been a change to Indicator 11. Due to the addition of the new KDE custom report in Infinite Campus that pulls initial eligibility information. This means that Districts no longer need to do random record reviews for Indicator 11.
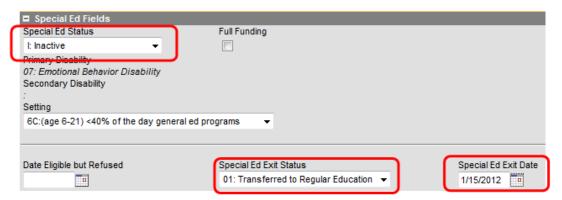
Indicator 13

- The process for Indicator 13 had not changed.
- Indicator 13 For students who have reached the age of 16 and older, all requirements (a–i) are met. (Record Review items 49 a–i) Complete Record Reviews for 10% of files with a minimum of 10 and no more than 50.

- The Compliance Indicator Data Report must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014

Special Education Exiting Report

To be included on the special education exiting report, a student must:

- Be 14 years of age as of December 1 of the reporting year;
- Have a special education status of active or active/referred on either the first school day of the reporting year OR the last school day of the previous year and anticipated to return (no show);
- Have a special education status other than Active/Active Referred on the last school day of the reporting year.

Special Education Exiting Report

❖ Special Ed Status on first day of instruction must be A: Active or AR: Active Referred and at time of exiting changed to I: Inactive

❖ Special Ed Exit Status – select the reason the student is no longer receiving Special Education and Related Services
- 01: Transfer to Regular Ed
- 02: Graduated with a Diploma
- 03: Alternative High School Diploma
- 04: Maximum Age
- 05: Deceased
- 06: Moved, Known to Continue
- 07: Dropped Out

❖ Special Ed Exit Date – Enter the date student withdrew from district or was released from special education. If the student exits by withdrawing from the district, this date should match the end status date on the Enrollment section.

Special Education Exiting Report

PATH: KY State Reporting > Special Ed Exit Report

❖ Extract should include ALL Schools

11-12

11-12 CENTRAL ELEMENTARY SCH
11-12 DEWITT ELEMENTARY SCHO(
11-12 Flat Lick Elementary Sch
11-12 G R Hampton Elementary S
11-12 GIRDLER ELEMENTARY SCH(
11-12 Jesse D Lay Elementary S
11-12 KNOX APPALACHIAN SCHO(
11-12 Knox Central High School
11-12 Knox County Learning Aca
11-12 Knox County Middle Schoo
11-12 LYNN CAMP ELEM
11-12 LYNN CAMP HIGH

To include all schools select first school in list, hold shift key and select last school in the list.

❖ Extract options

   Effective Date = 6/30/2014

   Format = State Format {CSV}

❖ Generate Extract

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Special Education Exiting Report

❖ **WA01**: the following record(s) contain an 'Exit Status' but not an 'Exit Date' **OR** contains an 'Exit Date' but not an 'Exit Status'.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	150	0000001383	PENNINGTON	DEVAN	12		2011-04-30 00:00:00.0

Resolution:
  ➢ *Select appropriate Exit Status **and/or***
  ➢ *Enter Exit Date*

❖ **WA02**: the following record(s) contain a Special Education 'Status' of Active or Active/Referred **AND** an appropriate 'End Status', but do not contain a corresponding Special Education 'Exit Status' or 'Exit Date'.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	022	0000026420	SOWDERS	JAMES	10		

Resolution:
  ➢ *Special Education status should be 1: Inactive;*
  ➢ *Select appropriate Exit Status; **and***
  ➢ *Enter Exit Date*

Contacts

- Nick Easter
- nick.easter@education.ky.gov

- Ginger Meade
- Ginger.meade@education.ky.gov